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Executive Registry

14 SEP 1966

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MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : DCI Briefings on Program Management

1. The Director has asked that a system of periodic progress reports be initiated on program management in the Agency. For the Plans Directorate, these reports will update your contribution to the Program Memoranda on Collection, Covert Action, Information Processing and Exploitation, and Research, Development and Engineering. The reports will be presented orally, using appropriate graphic material, and planned so that each session does not exceed two hours. The participation of your Planning Officers in developing these briefings is important since the presentation will constitute interim reports on the status of the programs you have incorporated in the Agency's planning, programming, and budgeting system and on future program plans. The first report for the Plans Directorate is tentatively scheduled for mid-October 1966.

2. Progress reports should be organized to report on:

Objectives

Summary of major new program objectives for
FY 1967/68

Accomplishments

Significant accomplishments in FY 1966 and
FY 1967

Status of Programs

- a. Distribution of resources to major program targets (e. g., funds and manpower against Communist China)
- b. Current and anticipated funding problems (e. g., programs requiring additional funds not provided for in budget)
- c. Significant program or project changes (e. g., termination of programs or projects)

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Excluded from automatic
downgrading and
declassification

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- d. New program proposals and expected costs (those not included in budgets)
- e. Proposed reprogramming actions (significant transfers of funds between programs and projects, particularly as related to c. and d. above)

Status of Personnel

- a. Serious understaffing and shortage of skills
- b. Proposed reprogramming (transfers) of personnel
- c. Status of training

Organization Matters

Proposed organization changes -- creation of new units, merging of existing units, etc., including proprietary organizations.

Special Subjects

Individual treatment of operational or management matters of special significance.

3. In your response to the Combined Program Call several subjects were identified, shown below, which should be given special treatment in your first progress report. In some cases you may prefer to schedule separate briefings to permit adequate treatment of these subjects.

- a. Status of capabilities and progress in building up collection against
- b. Status of program.
- c. Status of program.
- d.
- e. Current status and plans for

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f. Status and plans for audio-surveillance.

g. R&D Programs (Coordination with DD/S&T).

4. You should have your Planning Officer contact Chief, Program Analysis Branch, O/PPB, and work out the details and scheduling of the presentations.

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/s/ L. K. White

L. K. White
Executive Director-Comptroller

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O/PPB/PAB/clr(9/13/66)

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1 - PPB Subject (PAB)

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